

## Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 17th May 2017 at 7.40pm.

**1. Present:** Cllrs M Exley ( Chairperson), A Davey, D Nunn, H Orton, E Ward, M Watson, S Jones (Clerk) and SCC/MSDC Cllr Stringer.

**Apologies:** Cllrs D Foster, N Foster and S Webb.

The Mendlesham Parish Council filming statement was not read out as apart from Cllr Stringer, no members of the public were present.

### 2. Declarations of interest:

**a) To note Councillor's declarations of interest in any of the following agenda items.** The Clerk reminded Cllrs she was Chair of Governors for Mendlesham Primary School with regard to agenda item 7.

**b) To agree any dispensations with regard to declarations of interest.** Not required.

**3. Police report:** see April Safer Neighbourhood Team report as appended to these minutes.

#### **SCC Cllr/ DCllr Stringer:**

See reports as appended to these minutes.

**Public Forum:** no members of the public present.

### 4. Reports:

**a) Clerks report & delegated decisions.** Actions taken from last meeting and correspondence received since last meeting:

#### **Financial:**

Allotment hire fees due to 30th September 16 all now paid.

VAT Return 1.1.17- 31.3.17 £223.70 confirmation of payment received.

**New dog bin:** MSDC have confirmed location is acceptable, just need to notify them when in place. Cllr Exley exploring fixings required before purchasing.

**Playingfields:** will be an agenda item for meeting, but we have had several incidents of antisocial behavior at Mendlesham playingfields and Community Centre ( crime ref 37/28492/17) and a resident upset about activities at Mendlesham Green.

#### **Health Centre:**

16.5.17 received a call from an anonymous resident concerned that the separate building is not being used in accordance with the planning application/permission granted. Also concerned about who paid for the building. ( *Clerks note: Councillors had received details of the planning application and Health Centre complaints policy and confirmed no further action required by the Parish Council*).

**5050 shop building:** Electrical works now completed to current standards. PAT Testing with community centre 28.7.17 Page 1486

**Correspondence:**

Neighbourhood Plan: have had several enquiries from all types of Parishes asking for more information about our Plan. Sending them the final report and confirming Terry Moore would be please to meet as required.

**Delegated Decisions by Clerk :**

None

**b) Report from Village Organisation Representatives.**

See report from Mendlesham Community Council regarding the Street Fayre as appended to these minutes.

**c) Parish Meeting 25.4.17.** It was noted that this had been a good meeting and well attended. The draft minutes of the meeting, whilst to be approved at next year's meeting, were also noted and thought to be an accurate representation of the meeting.

**d) Street Fayre 1.5.17.**

The Clerk reported that the Parish Council stand had been kept busy throughout the day. Cllr Foster and the Clerk had collected some 40 completed consultation questionnaires which would now be collated. Once this had happened, another meeting of the working party would be arranged.

**e) Report re Suffolk Preservation Society Archaeology course.**

Cllr Exley reported that this course, also attended by Cllrs D and N Foster, covered how planning applications should be considered with regard to historical sites/assets. This included further sources of information such as Historic England National Air Survey, Suffolk historical environmental records and designated and non designated assets. This had prompted a query about the ability to include details of non designated assets within a Neighbourhood Plan. It was agreed this would be discussed further with Mid Suffolk District Council at a forthcoming meeting.

**f) St Josephs:**

Cllrs Exley and Nunn reported the content of a meeting with the Trustees of St Joesphs ( Father P Gray, A Fleming and H Spalding as Churchwardens) whereby it had been agreed this was " a private trust with the Vicar and Church Wardens as trustees, held without any personal benefit, for the good of the Parish"

The trustees acknowledged they have some work to do to sort out the trust paperwork and amend objectives to something that can meet Mendlesham's and the ethos of the existing trust for today's purposes and would return to the Parish Council in due course.

**g) Chairs report:** The Chair had nothing to report that was not an agenda item.

**h) Questions to the Chair:** no questions asked.

**5. Financial matters: Mendlesham Parish Council**

**a) To approve invoices for payment**

The following invoices were unanimously approved for payment.

**Main account**

000619	2490.00	Bury Turfcare re works to new playingfield.
000620	397.54	PA Whitmore electrical works to 50 50 shop building I
000621	18.95	J Lawes Ltd new playingfield lock
000622	19.00	Mendlesham Community Centre hire 25.4.17
000623	20.00	Mendlesham Community Council street fayre pitch
000624	55.00	R Brown Parish meeting supplies
dd	5.50	Google monthly subscription
000625	528.05	Suffolk Association of Local Councils annual subscription
000626	201.50	S Jones reimbursement stationary
000627	14.30	S Jones reimbursement for frames for Annual awards
000628	36.00	Helen Orton frames for Parish Awards
000629	154.51	K Hales April salary
000630	773.38	S Jones April salary
000631	3172.83	Business at Community Action Suffolk re annual insurance premium.

**b) To approve Asset Register as at 31.3.17.**

Unanimously approved and signed by the Chairperson and Clerk (RFO).

**c) To agree requirements regarding annual inspection of assets.**

Cllrs Davey and Ward volunteered to inspect the assets.

**d) To approve Accounts and supporting notes for the year ending 31.3.17, including confirmation of allocated reserves.**

The accounts and supporting notes, plus allocated reserves were unanimously approved and signed by the Chairperson and Clerk (RFO).

**e) External Audit: To approve for External Auditors, BDO LLP as at 31.3.17**

**Annual Governance Statement 2016/17.** Read out in full and unanimously approved.

**The Accounting Statement 2016/17** Unanimously approved.

**Bank Reconciliation as at 31.3.17** Unanimously approved with Cllr Ward checking bank account balances to bank statements.

**Explanation of Variances** Unanimously approved.

All documents signed by the Chairperson and Clerk (RFO).

8.20pm Cllr Stringer left.

**f) To approve monitoring system for year ending 31.3.18.**

Continuation of the existing system was unanimously approved.

**g) To appoint RFO for year ending 31.3.18.**

Sharon Jones was unanimously appointed.

**h) To note Heelis & Lodge appointed as Internal Auditors for year ending 31.3.18.**Noted.

**i) To decide level of Insurance cover and pay requested premium.**

The renewal documents had been received. There had been a query regarding the narrative for contents at Mendlesham Community Centre. It was agreed to ask Community Action Suffolk to amend these narratives as before to the original " fixtures and fittings" and "other contents and consumable stock" It had been confirmed this cover related to contents as owned by the charity, not users. It was also agreed to ask for all of the asset cover values to be increased by 3%, being the amount recommended by insurers.

The requested premium of £3172.83 was confirmed for payment, noting that a further amount would be due after the increase of cover as above.

**j) Proposal to authorize the Woodland Officer to spend up to £250 until 31/3/17 at J Lawes, on any items required for the Woodland.**

Unanimously approved.

**k) Proposal to authorize the Woodland Officer to instruct Contractors with regard to Pest Control as and when required subject to completion of the MPC Control Contract for 4 days work, cost approx £60 per day.** Unanimously approved.

**l) Proposal to allow Cllr Nunn, Brian Gardiner and John Downie (individually) to purchase items in respect of emergency playingfield or community centre repairs up to £100 as required.**

Unanimously approved.

**m) To note pest control contract for Mendlesham Playingfields as per mins 20.4.11 p905.** Noted the cost would be now some £50/£60 per visit. Unanimously agreed.

**n) To note grant request from St Marys Church ( if received) to assist with grasscutting and tree works.** Not received.

**o) To note completion of statutory responsibilities regarding automatic pension enrolment** with NEST with effect from the staging date of 1.5.17. Noted.

**p) Any other financial matters:** none

**6. Playingfield Matters:**

- a) To approve repair works to Mendlesham tower @ £2960. Unanimously confirmed, to be funded from EMR Asset Renewal.
- b) To agree any works to Mendlesham Green playingfields. Cllrs noted communications with a resident regarding damage to her property and anti social behaviour. The playingfields would be monitored, a local youth had been notified, but at present no further actions were required.
- c) To appoint ROSPA Inspections @ £47.53 per site. Confirmed.
- d) Any other matters : Complaints regarding activities at Mendlesham Playingfield on 14.5.17 were noted.

**7. Mendesham Community Centre:**

- a) To note draft minutes of Joint Liaison meeting 4.5.17 and confirm proposals. Noted and unanimously confirmed.
- b) To confirm joint implementation of CCTV , additional security lighting and installation of new external doors with Mendlesham Primary School. Unanimously confirmed.
- c) To agree funding for Community Centre share of project as per 7b, up to £10,000 from Parish Council general reserves. Unanimously confirmed.
- d) Any other matters : It was noted the CCTV as per b) could not cover the play equipment area and would need to be taken forward as a separate project if required.

**8. Any other business:** The Chair reported a request from MADS to continue to use the room in the 50 50 shop building for storage. It was noted that MADS were due to merge with the Wetheringsett drama group. The need to know who held keys was noted, but otherwise it was confirmed historical arrangements could continue.